



August 31, 2022

Lori Kratky, Administrator  
Village of Wyocena  
165 East Dodge Street, PO Box 913  
Wyocena, WI 53969  
[ctwyocena@gmail.com](mailto:ctwyocena@gmail.com)

**VIA EMAIL**

Re: Village of Wyocena Jurisdiction Request for Commercial Building Plan Review and Inspections

Dear Lori Kratky,

I am pleased to inform you that your municipality has been delegated commercial building code enforcement authority per your request. Per Wis. Stat. § 101.12(3g), I delegate your municipality the primary responsibility to do HVAC and structural plan review of all sized commercial buildings in lieu of the Department. In addition, your municipality has been delegated the responsibility to do structural, HVAC, fire suppression, and fire alarm inspections of all commercial buildings. Building plans for such buildings may be submitted by the owner to your municipality or our agency.

An exception to this delegation is that our agency retains jurisdiction for plan review of all state-owned buildings, as well as projects for which the owner chooses to submit plans to our agency.

As a condition of the delegation, you are required to comply with the following:

- Submit to the department the fees specified in Wis. Admin. Code § SPS 302.31(1)(h) for all projects.
- Provide a report, at least quarterly, in an electronic-based format, to the Department of all projects.
- Provide the Department with a copy of any revisions to the ordinance adopting this code.
- Apply the corresponding requirements in Wis. Admin. Code §§ SPS 361.60 (5)(d)-(h), and (6).
- Notify the department, in writing, immediately of any personnel changes to plan review or inspection staff.

The Department will periodically monitor municipalities and request activity reports to ensure that the delegated responsibilities are being properly fulfilled by the municipality. We do require that delegated municipal code officials hold the Wisconsin Commercial Building Inspector certification and attend agency-approved continuing education to maintain their certification.

In accordance with 2017 Wisconsin Act 198, the Department will be implementing a five-year electronic renewal process. Please continue to monitor department correspondence as further details regarding this process are communicated.

If your municipality decides to relinquish jurisdiction, please follow the provisions of Wis. Admin. Code § SPS 361.60(2)(b)4 by providing the Department with a 30-day notice prior to the day upon which your municipality intends to relinquish jurisdiction.

I understand that the primary plan reviewer for extended plan reviews within your municipality, Joseph Monfre with General Engineering Company, has the proper certification to do so. In addition, I understand the primary inspector for your municipality, Steve Gothard with General Engineering Company, has the proper certification to do so.

For your convenience, I am providing a link to the Department's Delegated Agent Welcome Packet. This packet contains links to the Wisconsin Administrative Code, plan review application, submission and inspection checklists, sample letters, petition for variance application, and a list of FAQs that may be helpful in your new delegated agent role.  
<https://dsps.wi.gov/Documents/Programs/CommercialBuildings/WelcomePacketDelMuni.pdf>

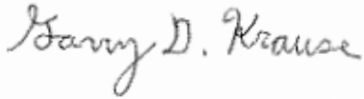
Our commercial building inspector for your area, David Pedersen, at (608) 669-0372, is available to assist in any questions or concerns your municipality may have with implementing these commercial building services and may contact your primary code official to discuss transitional and coordination items.

Separately from the requirements of this commercial building delegation authority, please note the following items in your ordinance that conflict with the Wisconsin Administrative Code. For any questions related to the below items, please contact Etta Strey, within the Department's Division of Industry Services, at (920) 492-2232 or [etta.strey@wisconsin.gov](mailto:etta.strey@wisconsin.gov).

- As a municipality exercising Uniform Dwelling Code delegation authority, [Wis. Admin. Code § SPS 327.06\(1\)\(a\)1](#) requires that your ordinance also adopt Wis. Admin. Code SPS 327, Camping Units.
- §15.05(j) specifies permit expiration requirements. Note that electrical permits shall expire in accordance with [Wis. Admin. Code § SPS 316.012\(3\)\(b\)](#). Also note that UDC permits shall expire in accordance with [Wis. Admin. Code § SPS 320.09\(9\)\(a\)5](#).
- §15.05(k) specifies requirements for revoking a permit. UDC permits may only be revoked in accordance with Wis. Admin. Code §§ [SPS 320.10\(4\)\(b\)2](#) and [320.11](#).
- §15.06(c) specifies that building inspector shall "at once inspect the same." Note that [Wis. Admin. Code § SPS 316.013\(3\)\(c\)1](#) allows for the concealment or energizing of electrical wiring, other than an electrical service, to proceed if inspection has not been completed within 2 business days after notification is received.

The Division of Industry Services looks forward to working with you.

Sincerely,

A handwritten signature in dark ink that reads "Garry D. Krause". The signature is written in a cursive, slightly slanted style.

Garry D. Krause, Bureau Director, Technical Services Bureau

cc: Mark Jankowski, General Engineering Company